

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**WATER PRODUCTION MAINTENANCE SUPERVISOR
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs specialized technical work in protecting the quality of the City's water supply and performs supervisory and administrative work ensuring proper day-to-day operation of the City's water storage tanks, lift stations and associated facilities. Employee reports to the Water Production Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs supervisory, administrative, and specialized technical work in ensuring proper day-to-day operation of the City's water storage tanks, lift stations, and associated facilities; and in protecting the City's watersheds from contamination. Work involves planning, organizing, assigning and directing personnel assigned to operations, including coordinating maintenance of plant facilities; monitoring expenses; implementing safety and emergency procedure guidelines and related training; and providing assistance and guidance for training and certification opportunities for Section personnel. Employee is responsible for preparing records and reports required for submission to governmental oversight agencies. Work also involves patrolling watershed areas on foot, by boat and by various vehicles; using heavy motorized equipment to maintain roads and trails leading to watersheds; and conducting routine dam inspections. Employee is responsible for wildfire control by removing or burning debris from watershed sites. Employee is also responsible for maintaining up-to-date knowledge of policies regarding watersheds. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with the City residents, City officials, subordinates, co-workers and the general public. Work is performed with considerable independence under limited supervision of the Water Production Superintendent and is evaluated through observation and review of the efficiency of operations and the success of programs implemented.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs activities of the Section to include training, supervising and evaluating the work of subordinate employees.

WATER PRODUCTION MAINTENANCE SUPERVISOR

Establishes operational procedures and methods to ensure compliance with federal, state and local laws, regulations and guidelines concerning water quality and potability; instructs and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Develops Section budget proposals, and administers appropriated funds; approves purchases; prepares and codes bills to proper budget line-item expenditures; reviews time cards and processes payroll records.

Prepares specifications for solicitation of bids from vendors for annual capital outlay projects.

Prepares a variety of routine and special reports to include correspondence, letters of non-compliance and reports for appropriate state and federal agencies, annual reports, allocation requests to regional water authority, etc.; establishes and maintains a variety of files and records.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of water treatment and maintenance, and environmental regulations and policies as they relate to watersheds.

Confers with vendors, contractors, city engineer and state and federal agencies.

Performs safety and operation inspections of City pumping facilities.

Performs pedestrian and vehicle patrols of watershed properties to inspect for damage, debris and floral overgrowth, and to keep watersheds free of contamination from trespass, fire or other means of destruction.

Maintains cleanliness of watershed sites; removes debris from trails to promote access to sites; burns debris on dams.

Operates one or more types of heavy motorized equipment involved in the maintenance of watershed sites, such as motor grader, backhoe, scrapers, bulldozers, dump trucks, ditch trenchers, boom loaders, etc.

Collects water samples for laboratory analysis.

Surveys, posts and marks watershed boundaries to keep unauthorized persons away from watershed sites.

Puts out wildfires that occur on the watershed site.

Monitors expenditures.

Conducts safety training for Section employees.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of environmental laws, rules and regulations as they relate to watersheds.

WATER PRODUCTION MAINTENANCE SUPERVISOR

Considerable knowledge of the operating principles and practices, and the maintenance requirements of water storage tanks, lift station pumping equipment and machinery.

Considerable knowledge of the mechanical maintenance and lubrication requirements of the equipment operated; and the ability to perform minor repairs to such equipment.

Considerable knowledge of the geographical layout of the City.

Considerable knowledge of the organization and operation of City's government and the Department or Division.

Considerable knowledge of the principles and practices of supervision.

General knowledge of the operation and minor maintenance of motorized heavy equipment.

Working knowledge of the occupational hazards and the proper safety precautions involved in operating heavy equipment.

Skill in the use of one or more types of motorized heavy equipment.

Skill in inspecting watershed sites for contamination.

Skill in the operation of a personal computer for report preparation and other communications.

Ability to exercise independent judgment based on training and experience in making decisions and coordinating the proper operation of equipment.

Ability to detect defects and to take appropriate action in the operation of water and wastewater equipment, chemical feed systems and other related equipment.

Ability to secure the requisite operator's certificate as required by work assignments.

Ability to recognize breakdowns in equipment.

Ability to understand and follow specified operating and recording procedures.

Ability to operate a variety of hand and power tools.

Ability to operate motor vehicles and boats.

Ability to walk moderate distances.

Ability to set and extinguish controlled fires.

Ability to collect water samples in accordance with established procedures.

Ability to supervise and review the work of others.

Ability to prepare and monitor a budget.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to prepare reports, maintain a variety of accurate files and records, and to compile data from such reports and records.

Ability to communicate effectively orally and in writing.

Ability to give oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

WATER PRODUCTION MAINTENANCE SUPERVISOR

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in fisheries and wildlife management or a related field and 5 or more years of progressively responsible experience in water or sewer system operations; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a Class "A" Commercial Driver's License and Class "C" Distribution Certification issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 15
Non-Exempt